



How to Log On to the NC Child Care Emergency Preparedness and Response Plan	
<ul style="list-style-type: none"> ⚙ The North Carolina Emergency Preparedness and Response Plan (EPR Plan) template is available on the North Carolina Risk Management Portal Website. ⚙ To access the online template you will first need the state ID known as an NCID. ⚙ Once you have an NCID you will have access to the template and can enter an EPR plan. 	
Step 1 Get An NCID	<p><i>If you have an NCID, go to Step 2.</i></p> <p>If you do not have an NCID, start here.</p> <ol style="list-style-type: none"> 1. Go to https://ncidp.nc.gov/ncidsspr/ 2. Choose individual account and click Submit. 3. Complete the requests on the NCID website for the following information: <ul style="list-style-type: none"> ○ requested user ID (first initial and last name eg. jsmith) ○ name ○ email address ○ password ○ answers to a few questions that will verify your identity. You choose the questions you want to answer. If you forget your NCID or your NCID needs to be reset, you will be asked to answer those questions for security purposes. Then click on “Create Account” 4. Watch for an email from ncid.notifications@nc.gov. 5. Confirm your request within 3 days. This completes your NCID registration. <p>Note: if you need help getting an NCID, you can find detailed instructions here: http://ncchildcare.nc.gov/PDF_forms/EPR_NCIDInstructions.pdf</p>
Step 2 Access the EPR Plan on the NC Risk Management Portal Website	<ol style="list-style-type: none"> 1. Go to https://rmp.nc.gov/portal/ 2. Click on Planning Tools. 3. Click on the Child Care Emergency Preparedness and Response Plan <i>(The picture will be shaded)</i>. 4. Click on the link “Log in with my NCID” in the grey box. 5. Enter your NCID user name and password and click “OK.” 6. Click on the Child Care Emergency Preparedness and Response Plan <i>(Now in color)</i>. 7. Click on the down arrow. 8. Click on Get Started and follow the instructions to begin work on your plan. 9. Follow the same steps when you re-enter the plan, including clicking Get Started. 10. You may get an error message: “You may be logged in on another browser or you may not have logged out of your previous session...” Click OK. You get this error message when you do not log out of your previous session. 11. Find the plan you want to edit, then click Edit Plan. <p>Note: If you are a trainer, you may enter “Test” for a child care facility name and enter 00000000 for the child care facility ID in the plan.</p>